

For your convenience below is a list of locations that have been found to be very successful in taking acceptable fingerprints. Please telephone first – appointments are required.

Omaha Police Department – Front Desk
(402) 444-5818 or (402) 444-5838

Mike Stone – for reprints only
(402) 444-5844

Nebraska State Patrol – Norfolk
Ask for fingerprints (402) 370-3456

Nebraska State Patrol – Grand Island
L. W. French (308) 385-6000

Nebraska State Patrol – Omaha
Patti Dean (402) 331-3333

Nebraska State Patrol – North Platte
Steve Burke (308) 535-8047

Nebraska State Patrol – Scottsbluff
Monica Bartling/ Sgt. Otte (308) 632-1211

Nebraska State Patrol – Lincoln
No Appointment Needed (402) 479-4971

Lincoln Police Department
Bob Citta (402) 441-6586

Douglas County Sheriff's Department
David Sobotka (402) 444-6625

The following agencies can use the Automated Fingerprint System to take your fingerprints:

Madison County Sheriff
Douglas County Sheriff
Buffalo County Sheriff
Lincoln County Sheriff
Dawson County Sheriff
Hall County Sheriff

(Continued)

You can have the operator call a fingerprint examiner in Lincoln to verify that the prints are legible prior to departing to ensure that the prints are legible. Some offices charge to roll your prints for you. When you go to any State Patrol office they will not charge you for having your prints rolled.

INSTRUCTIONS AND INFORMATION FOR FILING FINGERPRINT CARDS

Nebraska Liquor Control Commission

PO Box 95046, 301 Centennial Mall South, 5th floor

Lincoln NE 68509-5046

Phone: (402) 471-2571

Fax: (402) 471-2814

<http://www.nol.org/home/NLCC/>

Instructions for persons rolling fingerprints cards

Prints must be "rolled" legibly to be acceptable. Prints may be rolled by any qualified office, i.e., Nebraska State Patrol, Sheriff's Office, or Police Department.

- 1) Please make sure you fill in the date you rolled the fingerprints
- 2) We also need the signature of official taking fingerprints

ATTENTION:

You are required to check the identification of the person who's prints you are rolling so that the correct prints are on the card. NEVER roll prints on a blank card, make sure applicant has filled the cards out first.

Please fill out the above information so fingerprint cards will not be returned.

Instructions for persons being fingerprinted

The person being fingerprinted must complete the following information on the fingerprint cards. If all of the below information described is not filled out properly and completely your fingerprint cards will be returned. Please print or type all of the following information.

- 1) Your name (last, first, middle) full names please, no initials or nicknames
- 2) Your signature
- 3) Any aliases (aka), maiden name(s) should be inserted here if applicable
- 4) Your date of birth
- 5) Your residence address (street, box #, city, state, zip)
- 6) Your citizenship (ex. US)
- 7) Your sex, race, height, weight, eye color, hair color
- 8) Your place of birth (ex. Lincoln, NE)
- 9) Your employer and address of establishment of license being applied for
- 10) Your armed force number if applicable
- 11) Your social security number

If you have any questions while you are filling out your fingerprint cards please call the Nebraska Liquor Control Commission at (402) 471-2571.

General information on filing fingerprints

One set of fingerprint cards (2 cards per person) are required on:

Individual - applicant and spouse

Partnerships – all partners and spouses

Corporations - chief executive officer (CEO) or president, all stockholders holding more than 25% ownership, managers and all spouses

Non Profit - manager and spouse

Limited Liability - all members and spouses

A check for \$33.00 per person, check made payable to the Nebraska State Patrol and completed fingerprint cards must be submitted to the Nebraska Liquor Control Commission, 301 Centennial Mall South, 5th floor, Lincoln NE 68509-5046. Along with the application.

Prints must be submitted on blue-colored "APPLICANT" cards furnished with the application. The cards must have under the ORI box the following: NBNSP0000
ST PATROL
LINCOLN, NB

Be sure all information is completed. Prints must be "rolled" legibly to be acceptable. Prints may be rolled by any qualified office, i.e., Nebraska State Patrol, Sheriff's Department or Police Department. We recommend that you call and set up a time with one of these offices, as they only roll prints on certain days and times. Once the print cards have been received you will receive a "CRIMINAL HISTORY RECORD" form NSP 751L. This form will be the applicant's receipt and need to be sent to the Commission.